

ADMINISTRATIVE - INTERNAL USE ONLY

1512 *MTV*

1 February 1973

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Courses

a. Narcotics Operations Familiarization Course

Twenty-eight CS officers are scheduled to attend the pilot running of the course being held at the Chamber of Commerce building. Monday through Thursday, 5-8 February. All Divisions are represented. The course will cover the origins, collection, manufacture, and distribution of dangerous drugs, and the organization of Government resources to combat the problem. The course was over-subscribed by 15; two more runnings over the next four months will be scheduled to handle these and other expected enrollees.

b. Chiefs of Station Seminar

We have 11 COS or COB-designees signed up for the Seminar which will begin on 5 February. It will run mornings, for ten days. Included for the first time will be a presentation on economic intelligence to be given by Mr. [ ] DDP. The Ambassador's viewpoint will be presented by Ambassador Thomas McElhiney, now the [ ] at State.

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c. Office Management Seminar

Seminar #2 was completed on 19 January. All 14 invitees attended. Critiques indicate that all the speakers were well received. Seminar #3 will be given 13-16 March, again by invitation. Subsequent seminars will be open to other GS-08 - GS-12 secretaries through normal enrollment procedures and selection will be made to maintain a cross-directorial mix.

2. Notes

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With the appointment of the DDI's representative, Mr. [REDACTED] of OCI, the task force for middle-management training is now at full strength

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[REDACTED] the new chairman of the Agency's Fine Arts Committee, and

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[REDACTED] visited the [REDACTED] on 23 January to review

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the progress made in improving the interior of the buildings. They were well-pleased with the condition of the Station.... Three CTs from the January 1973 Class will have three-month interim assignments in the Support Directorate. Two will begin their assignments on 5 February in OL and OS; the third will be assigned to OC, beginning 12 February.... We are working through component training officers to meet the March 1 deadline for submitting CIA's quotas for NSA's FY 74 courses.... There are now ten CIA enrollees in CSC's Productivity Management Workshop scheduled for 5-9 February. (Six from OL, and one each from OF, OC, O/PPB, and CS/MPS.) Five

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[REDACTED]... During the week an administrative briefing

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was given to [REDACTED], OL, who will attend the CSC Executive Seminar on Management of Organizations, 4-16 February at Oak Ridge.... As of 19 January, 87 applicants for summer-only employment have been tested by the Clerical Training Faculty.

3. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning 4 February.

[REDACTED] STATINTL

HUGH T. CUNNINGHAM  
Director of Training

Att

**High-Level Guest Speakers  
for the Week Beginning 4 February 1973**

	<u>Name</u>	<u>Course</u>	<u>Location &amp; Time</u>
25X1A		<u>Sunday, 4 February</u>	
25X1A		CA Operations Seminar	1900 - 2100
		<u>Monday, 5 February</u>	
25X1A	Arthur C. Landahl D/NPIC	Senior Seminar	0930 - 1130
25X1A		Chiefs of Station Seminar	Hq., Rm. 1A-07 1040 - 1130
	Charles A. Briggs D/PPB	Midcareer	1200 2100
25X1A	John M. Maury Legislative Counsel	Midcareer	1500 2100
		Midcareer	1630 1900 - 2100
25X1A		Narcotics Operations Familiarization for CS	C of C, Rm. 902 0900 - 0950
25X1A		CA Operations Seminar	1930 - 2100
		<u>Tuesday, 6 February</u>	
	Paul V. Walsh ADD/I	Senior Seminar	C of C, Rm. 1001 1400 - 1600
25X1A		Chiefs of Station Seminar	Hq., Rm. 1A-07 0845 - 1005
		Chiefs of Station Seminar	Hq., Rm. 1A-07 1015 - 1105

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Tuesday, 6 February, Cont.

25X1A

Howard J. Osborn  
D/S

Midcareer

1045  
2100

25X1A



Midcareer

1200

John R. Tietjen, M.D.  
D/MS

Midcareer

1515  
2100

Harry B. Fisher  
D/Pers

Midcareer

1700  
2100

25X1A



CA Operations  
Seminar

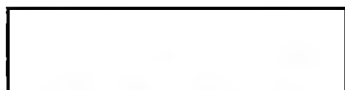
1630

Operations Support

C of C, Rm. 802  
1100 - 1200

Wednesday, 7 February

25X1A



Senior Seminar

C of C, Rm. 1001  
1000 - 1200

David S. Brandwein  
D/FMSAC

Senior Seminar

C of C, Rm. 1001  
1000 - 1200

Carl E. Duckett  
DD/S&T

Senior Seminar

C of C, Rm. 1001  
1400 - 1600

Howard J. Osborn  
D/S

Chiefs of Station  
Seminar

Hq., Rm. 1A-07  
1210 - 1300

25X1A

Maurice C. Ernst  
D/OER

Midcareer

1045  
2100

Bruce C. Clarke, Jr.  
D/OSR

Midcareer

1200  
2100

Arthur C. Lundahl

Midcareer

1430 - 1700

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Wednesday, 7 February, Cont.

25X1A



CA Operations Seminar

Narcotics Operations  
Familiarization for CS

25X1A

1615 - 1645

C of C, Rm. 902  
1000 - 1130  
1430 - 1550

Thursday, 8 February

25X1A



Senior Seminar

Senior Seminar

C of C, Rm. 1001  
1000 - 1200

C of C, Rm. 1001  
1000 - 1200

John W. Coffey  
DD/S

Senior Seminar

C of C, Rm. 1001  
1400 - 1600

Hq., Rm. 1A-07  
0945 - 1035 25X1

Hq., Rm. 1A-07  
1045 - 1135

Hq., Rm. 1A-07  
1145 - 1300

25X1A



Midcareer

Midcareer

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Midcareer

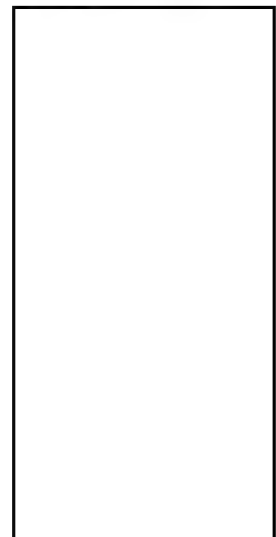
Harry C. Eisenbeiss  
D/CRS

James R. Murphy  
D/DCS

Richard Lehman  
D/OCI

Edward W. Proctor  
DD/I

25X1A



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Friday, 9 February

25X1A



Senior Seminar

C of C, Rm. 1001  
1000 - 1200

Chiefs of Station  
Seminar

Hq., Rm. 1A-07  
0845 - 0935

Chiefs of Station  
Seminar

Hq., Rm. 1A-07  
1115 - 1245

Midcareer



1200

John Kerry King  
D/BGI

William E. Colby  
Ex. Dir. -Compt.

Brookings Conference

Hq., Rms. 7D-42,  
7E-26  
1200 - 1420

Participants:

Edward W. Proctor, DD/I  
Cord Meyer, Jr., ADD/P  
John W. Coffey, DD/S  
Carl E. Duckett, DD/S&T  
James R. Murphy, D/DCS  
Hugh T. Cunningham, DTR

25X1A